App F IX 4

Previous References

1941 ✓

(Ml)

File No ~~11-41~~ → 11-41

Serial Nos. ~~61,74~~ → 61, 74

Later References

GENERAL AND REVENUE SECRETARIAT

Serial Nos

Part B for July 42

SUBJECT

Introduction of Tottenham system in Mysore city mlty

To,

The President, city Mpl Cl Mysore
The Comptroller
The D C Mysore
The Rev Commr
The Supdt Govt Printing
L 461-5/15 7 42
Sanctions the proposal

Issued 21 7 42

7847/2

General and Revenue Secretariat | Ml File No 11 of 1941-42 | [App F III-2

Serial No

From the Prest, City Ml Cl, Mysore
No GP 3002/41-42 D/15-6-42

Requests that sanction may be accorded for the introduction of the new system (Tottenham System) into the General Branches of the office

1) It is also requested that the Supdt, Govt Printing, may be instructed to supply the required forms & Registers under this system, the cost thereof being met from the Ml funds

2) The New System is ~~brought~~ proposed to be brought into effect from the official year 1942-43

2) Subd for orders, P & S Secn may also be consulted.

24/6

3 Pl bring up at once

24/6

Subd

"K"

4 A copy of the GO is put up
(L 4853-62/Ml 91-35-4 D/28-12-35)

24/6

1 The President, Mysore City Ml Cl requests sanction to introduce the improved system of office procedure – which is now in vogue in the Distt Offices – into

E—Cont Sheet

WD 141 —GPB— 600—10 41

2) Introduction of the improved system of Office Procedure in the Mysore City M. Office

7847

File No. 11 of 1942

General and Revenue Secretariat

Serial No

The Mysore City M.C. office put up 7/9/42 the literature connected with the system of office correspondence – otherwise called the Tottenham system & also simplified system of office procedure — is put up.

This system was ordered to be introduced in the offices of the Town & Munic. Councils in the State in G.O. No. L 4853–62 / Mul 91-38-4 D 28/12/38

6) The proposal of the President may be approved & the Supdt, Govt. Printing requested to supply the required registers & forms under the system on full payment by the M.C.

For orders

for 25/6/42

Orders be obtained Minister L.S.G.)

7) 25–6

8 10 7 42

T

SECY L & D PT
5623
2 . 1942
GOVT OF MYSORE

OFFICE OF THE MINISTER FOR L S G & P H
Date 26 6 1942
No 8081

9) What is the system of office procedure adopted in B'lore City?

10 7 42

10) Pl enquire

10/7

Introduction of the simplified system of office procedure
7847 Mysore city Ml office (3

General and Revenue Secretariat Ml File No 11 of 1941-42 [App F III-2

Serial No	
11)	Subd. It is ascertained from the Bangalore city Ml office by phone that the system of office procedure adopted there is the "Improved System of Office Procedure" (Tottenham System) KHB 11/7 GS 11/7
	12) Refer para 8 supra orders will be issued accordingly in respect of Mysore city Ml office Law Secy 11 7 42
	Minister Rev S G Circ 11-7-42 13 7 42 Circ 14-7-42 Draft G O please 14 7 42
	Subd with a draft G O for appl. KHB 14/7 GS 14/7 14 7 42
74	To the Pdt, Cy Ml C, Mysore The Comptroller The Dy Commr Mysore Dt The ~~Rev~~ Commr The Supdt, Govt Printing No L 4615 dt 15-7-42 Sanctions the proposal

SECY LAW DEPT
438
11 7 1942
GOVT OF MYSORE

Tr 11 oT R
D 11 7 42
A 440

18/7

NOTE—Contn Sheet

File No of 194

General and Revenue Secretariat

Serial No

KNS At once pl

№ 9T 3002 of 1941-42.

OFFICE OF THE PRESIDENT
CITY MUNICIPAL COUNCIL MYSORE

Dated 15th June 1942

GEN & REV SECN
7847
1 JUNE 1942
L S G BRANCH

Re 11-41-61.

From

B S RAGHAVENDRA RAO ESQ M A ,(Hons)
~~M NAVANEETHAM NAIDU Esq , B A BL~~
PRESIDENT CITY MUNICIPAL COUNCIL
MYSORE

WO/18/6

To ,

A SUNDERRAJA RAO, ESQ , B A B L ,
Secretary to Government,
Law Department Bangalore

Sir,

I have the honour to state that the system of registering and correspondence in vogue in this Municipality is the 'From and To system and keeping of disposed-of records in monthly bundles under the old rules is continuing Under this system it is not possible to obtain any idea of the actual state of work or of the pendency of papers in the office The defects in the system now followed does not I think need reiteration

2 I therefore propose to introduce the improved system of office procedure as in force in the several District Offices in the State with effect from the official year 1942-43, and request that sanction of Government may kindly be accorded for the introduction of the new system (Tottenham system) into the several branches of this Municipality

3 The Superintendent Government Printing, may kindly be asked to supply on indent the required registers and forms under this system the cost thereof being met from the Municipal Funds

I have the honour to be,
Sir,
Your most obedient servant,

B S Raghavendra Rao
PRESIDENT
cum

15/6

SMR 15/6

G R S App F VI—G 21

SUBJECT

AGS

Diary No of letter replied to

General and Revenue Secretariat

( )

the 193

Date of issue 15/7/42 193

Signed by M G R Rao

May this be—

(i) printed?

(ii) treated as a standing order?

(iii) published in the Gazette English Part?

(iv) translated?

(v) placed at the disposal of the press?

(vi) published in the Gazette Kannada Part?

Section M—

File No 11741

Serial No 74

Proceedings of the Government of His Highness the Maharaja of Mysore

Read—

Letter No GT 3002/41-42, Dt 15-6 42 from the Pdt, city Ml Cl, Mysore, requesting, for reasons stated, that he may be permitted to introduce the simplified system of Office Procedure

~~Order thereon—No~~ (Tottenham System) sanctioned in respect of the Town & Minor Ml ~~Ofr~~ Offices in the State in GO No L 4853-62/Ml 91-35-4 Dt 28 12 1935, in the city Ml Office, Mysore, with effect from 1-7-42 instead of the system which is now follows

Order No L461-5

Sanctioned. The required registers may be obtained from the Supdt. Govt. Printing on full payment of the cost thereof

for Secy to Govt
Law Dept
11/2
14/7

To the Addl, asst. med., Mysore
The Comptroller
The D-C Mysore Dt.
The Rev Commr
The Supdt Govt Printing & Stationery

List of Enclosures

Copied by

Examined by

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

Read —

Letter No G T 3002/41-42 dated 15th June 1942 from the President City Municipal Council Mysore requesting for reasons stated that he may be permitted to introduce the simplified system of office procedure (Tottenham System) sanctioned in respect of the Town and Minor Municipal offices in the State in Government Order No L 4853-62/Ml 91-35-4 dated 28th December 1935 in the City Municipal Office Mysore with effect from 1st July 1942 instead of the system which is now followed

Order No L 461-57 Ml 11-41-74

Dated Bangalore the 15th July 1942

Sanctioned The required registers may be obtained from the Superintendent Government Printing on full payment of the cost thereof

for Secretary to Government
Law Department

To

The President City Municipal Council Mysore
- " Comptroller to Government
- " Deputy Commissioner Mysore District
- " Revenue Commissioner in Mysore
- " Superintendent Government Printing and Stationery

Mk/6